

## SUPPLEMENT PERFORMANCE RESPONSIBILITIES

**TITLE:** Athletic Business Manager

**QUALIFICATIONS:**

- Preferred: Valid Florida Athletic Educator's Certificate

**REPORTS TO:** Principal or Athletic Director

**SUPERVISES:** All personnel employed by the school to sell or take tickets at athletic events.

**JOB GOAL:** To plan, organize and coordinate certain business-related phases of the interscholastic athletic program.

**PERFORMANCE RESPONSIBILITIES:**

- Organize and coordinate all arrangements in regard to the selling of tickets at athletic events.
  - Schedule all personnel.
  - Provide personnel with all information needed regarding procedures, policies, etc. for performing ticket selling duties.
  - Handle all arrangements for financial reimbursement of personnel employed for ticket selling duties.
- Assume responsibility for making arrangements for police protection.
- Develop a procedure for distributing complimentary passes at athletic contests.
- Assume responsibility for contacting game officials for appropriate interscholastic sports.
- Assist in coordination of pre-game and half-time activities.
- Coordinate other contest-related activities with the athletic director upon assignment by the Principal.
- Be knowledgeable of the latest FHSAA rules and regulations as they pertain to business and/or financial concerns.

**TERMS OF EMPLOYMENT:** Annual Appointment by Principal

**EVALUATION:** Principal and/or Designee

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT – Employee's Name)

Reviewed and agreed to by: \_\_\_\_\_ Emp. ID #: \_\_\_\_\_  
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%  
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**